

INVITATION TO BID

Sealed bids for **OMB/DFM Contract No. MJ1002000040 – GSS Surplus and Fleet Services – Renovations** will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, by either electronic mail or by mail as follows. Bid submissions submitted by electronic mail must be sent to DFM-BID@delaware.gov and a hard copy of the entire submission shall be sent by mail, but the hard copy does not have to arrive prior to bid submission.

Sealed bids shall be mailed and addressed to the Division of Facilities Management, Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. The outer envelope should clearly indicate: **OMB/DFM CONTRACT NO. MJ1002000040 – GSS SURPLUS AND FLEET SERVICES RENOVATION – SEALED BID – DO NOT OPEN.**

Bids will be accepted until 10:30 a.m. local time on Tuesday, June 2, 2020. Bids will be opened and read aloud at 11:00 a.m. local time on Tuesday, June 2, 2020. Bidder bears the risk of late delivery. Any bids received after the stated time whether by mail or electronic mail will be rejected and the mailed bids will be returned unopened. The bid opening will be held through electronic means to comply with the Governor's State of Emergency. To attend the bid opening, the public may participate by joining the meeting at Webex.com, meeting number 716 383 139 and password xWrJFKiM823. There will be no in-person meeting.

The project involves selective demolition and renovation of an existing one-story, 5,068 square foot office and warehouse facility provide new office, storage, and vehicle tracking device installation space. Additionally, it consists of all required site work including demolition of identified buildings, demolition and installation of identified site improvements, restoration, paving and associated work.

A **MANDATORY** Pre-Bid Meeting will be held on Tuesday, May 5, 2020 at 9:00 a.m.. In compliance with the Governor's State of Emergency, the pre-bid meeting will be held by electronic means. There will be no in-person meeting. The public may join the pre-bid meeting at Webex.com, meeting number 712 220 276 and password sKkUxMDz293 for the purpose of establishing the list of subcontractors and to answer questions. Representatives of each party to any Joint Venture must attend this meeting. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Contract documents can be obtained at Reprographics Center, Inc., 298 Churchmans Road, New Castle, DE 19720, phone: (302) 328-5019, upon receipt of \$85.00 per hard copy set or \$55.00 per electronic set, both are non-refundable. Checks are to be made payable to "StudioJAED". Documents will be available on Monday, April 27, 2020.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein.

END OF SECTION

Effective Date: March 30, 2020

To the Business Partners/Vendors of the State of Delaware:

The U.S. and Countries around the world are experiencing an unprecedented risk of exposure to CoViD19 (Corona Virus Disease). In order to ensure the highest level of safety to its business partners, the State of Delaware is implementing a virtual procurement process, replacing all of its "in person" encounters with "virtual experiences". We are here to keep your team connected on any internet-enabled device, maintaining the highest level of process integrity while mitigating your risk of exposure.

Effective today, the Team of the Office of Management and Budget (OMB), Government Support Services (GSS) and the Division of Facilities Management (DFM) will begin this new virtual procurement process on Monday, March 30, 2020. The following processes will be done by electronic means in lieu of in-person gatherings:

1. Pre-Bid meetings
2. Bid submissions
3. Bid Openings

Pre-Bid meetings

Participation in pre-bid meetings will continue to be mandatory. Participants must download the WebEx application (this is free, can be downloaded to your phone or computer devices, and can be found at <https://www.webex.com/>).

The bid advertisement posted at bids.delaware.gov will identify the date and time for the pre-bid. Participants will be provided a meeting number to access the meeting at Webex.com. Both video & voice features will be available. "In-person" pre-bid attendance will not be available.

When the virtual meeting begins, participants will be required to state their *name, title* and *company name* at the beginning of the meeting and again at the end of the meeting.

Participants must remain for the duration of the entire meeting. If a participant becomes disconnected from WebEx, the participant will need to call back immediately and announce that they've returned to the meeting.

Prior to speaking to make observations or ask questions, the participant must identify themselves and their company name.

If a "walk through" is conducted, it will be scheduled by the Project Manager (PM) in groups of ten (10) or less participants and be strictly conducted under the Host Agency's (HA) visitation procedures. Participants will be informed of those procedures prior to the scheduled "walk through".

Bid submissions

"In-person" bid/proposal submissions will no longer be accepted.

Bids must be sent by email to DFM-BID@delaware.gov. and one (1) full hard copy by mail. The hard copy does not need to be received by the bid submission deadline, but the email bid submission must be received timely or the bid will be rejected.

Bid advertisements at bids.delaware.gov will indicate a bid submission due date and time as well as a bid opening date and time. ~~These~~ The bid opening dates/ and times must be met in order for the submission to be considered responsive.

Bid openings

Interested parties can log to listen/watch by utilizing Webex.com and the meeting number associated. Guests **will not be admitted into a facility** for a bid opening. Bid openings will be recorded and posted to bids.delaware.gov as an addendum. A link and password will be provided at the bottom of the bid tabulation sheet.

Final Word

Thank you for bearing with us during this change. As we move forward in this evolving environment, each of us will have to do our part to mitigate that transmission of COVID- 19. Please remember to:

- Follow Governor Carney's orders (<https://governor.delaware.gov/health-soe/>)
- Wash your hands frequently
- Cover your cough with a tissue or inside of your elbow
- Disinfect surfaces frequently
- Stay home if you are sick
- Get your flu shot, if you haven't already.

If you have any questions concerning this change in process, please contact the Project Manager listed as the contact on the bids.delaware.gov website.

Best Regards,

OMB/DFM